

# Retention and Classification Report

**Agency:** Department of Workforce Services. South County Employment Center (1889)  
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Taylorsville, UT 84119  
801-269-4700

**Records Officer** Amanda McPeck

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**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19167

3

**TITLE:** Check issuance case files

**DATES:** 1990-

**ARRANGEMENT:** Numerical by check number

**DESCRIPTION:**

These are payments to clients receiving benefits from programs offered by the department. These payments are for day care, subsistence, child care, and housing.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 7.

**AUTHORIZED:** 08/25/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19167

**TITLE:** Check issuance case files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 6871

3

**TITLE:** Client case files

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These case files document the complete case history of clients receiving services provided initially in or through a Family Support office (OFS), and now provided by the Dept. of Work Force Services. These case files include but are not limited to the following types of Eligibility and Determination Forms: Application and Affidavit for Assistance and Food Stamps, Home Energy Assistance Target (HEAT), Reapplication for Assistance and Food Stamps, Application for Financial, Medical, and/or Food Stamps, Application for Social Services, Notice of Decision (income report), and Client Admission/Level of Care Determination. Also copies of birth certificates, social security cards, car registrations and titles, divorce decrees and other court documents, medical reports, and certification of tribal membership are included in the case files. Payment forms, which Collections, Medical Grant Overpayment, Coupon Books Lost in the Mail, Forged Check Affidavits, and the following miscellaneous documents are included in the case files: random moment sample surveys, case activity logs, court orders, lien agreements, and guardianship orders.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

**AUTHORIZED:** 03/15/1991

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 6871

**TITLE:** Client case files

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided no litigation is pending.

**APPRAISAL:**

Administrative Fiscal Legal

This disposition is based on 42 CFR 455.105 (1990) which specifies that these records be maintained for a minimum of five years.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. Psychiatric and psychological information

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19164

3

**TITLE:** Day Care Center Licensing Files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**DESCRIPTION:**

These are licensing and inspection files of centers that provide care and supervision of children under the age of fourteen for more than four but less than twenty-four hours a day for a fee.

**RETENTION:**

Retain 8 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 3.

**AUTHORIZED:** 08/25/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy provided all audits have been completed.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19164

**TITLE:** Day Care Center Licensing Files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (2008)

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19166

3

**TITLE:** Day care case files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These are complete case histories of clients receiving services provided by or through a Family Support office (OFS). Programs are funded by the Department of Human Services and/or local discretionary funds. Services are now provided by the Dept. of Work Force Services.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

**AUTHORIZED:** 08/25/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.



**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19166

**TITLE:** Day care case files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19165

3

**TITLE:** Family day care licensing files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**DESCRIPTION:**

These are licensing histories of family day care providers. Family day care licensors create these records and use them to complete background reports and histories of providers. These files are also used when a provider case is reopened initially by the Department of Human Services, Office of Family Support, and now provided by the Dept. of Work Force Services.

**RETENTION:**

Retain 8 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 4.

**AUTHORIZED:** 08/25/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy provided all audits have been completed.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19165

**TITLE:** Family day care licensing files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19168

3

**TITLE:** Food stamp case files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**DESCRIPTION:**

These are files that show the distribution of food stamps to eligible clients. Clients must pass a needs test and meet income standards set by both the federal government and State of Utah.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 8.

**AUTHORIZED:** 08/25/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

**APPRAISAL:**

Administrative

This disposition is based on the Food Stamp Intergovernmental Schedule (1995) which specifies these records should be retained for 2 years.

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19168

**TITLE:** Food stamp case files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 7136

3

**TITLE:** Home energy assistance target program files

**DATES:** undated

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These case files are created by home energy assistance target eligibility workers. The purpose of the record is to gather information to verify and determine eligibility for home energy assistance. Information gathered for verification purposes include age, employer, date of birth, marital status, name, national origin, number of children, race and ethnic grouping, salary and income information, sex, signature of client, social security number, and telephone number.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 2.

**AUTHORIZED:** 03/19/1991

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 7136

**TITLE:** Home energy assistance target program files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19173

3

**TITLE:** Medical cards

**DATES:** 1990-

**ARRANGEMENT:** Numerical by card number

**DESCRIPTION:**

Cards issued to clients receiving medical care for medicaid services offered through the Office of Family Support.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 13.

**AUTHORIZED:** 08/25/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided all audits have been completed.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.



**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19173

**TITLE:** Medical cards

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19170

3

**TITLE:** Medical excess payment records

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**DESCRIPTION:**

These are overpayments for medical expenses incurred by clients through the medicaid program. The Office of Recovery Services maintains the original paperwork on excessive payments and is responsible for collecting overpayments from clients. Initially The Office of Family Support, and now The Dept. of Work Force Services is notified by Recovery Services when action is pending on a collection matter.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 10.

**AUTHORIZED:** 08/25/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19170

**TITLE:** Medical excess payment records

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19169

3

**TITLE:** Prescription drug claims

**DATES:** 1990-

**ARRANGEMENT:** Numerical by claim number

**DESCRIPTION:**

These are prescription drug claims from clients receiving assistance initially through the Department of Human Services, Office of Family Support, and now provided by the Dept. of Work Force Services. Clients must meet income and medical eligibility requirements set by federal and state governments.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 9.

**AUTHORIZED:** 08/25/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided all audits have been completed.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19169

**TITLE:** Prescription drug claims

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19172

3

**TITLE:** Provider billing files

**DATES:** 1990-

**ARRANGEMENT:** Chronological by month, thereunder numerical by billing number

**DESCRIPTION:**

These are billings issued to day care providers for services provided to the Office of Family Support, now The Dept. of Work Force Services.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 12.

**AUTHORIZED:** 08/25/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19172

**TITLE:** Provider billing files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19171

3

**TITLE:** Provider files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by client surname

**DESCRIPTION:**

These files document services provided for programs offered by the department. Participants are required to meet eligibility requirements outlined by the State of Utah.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 11.

**AUTHORIZED:** 08/25/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative



**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19171

**TITLE:** Provider files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 10064

3

**TITLE:** Self-sufficiency

**DATES:** 1990-

**ARRANGEMENT:** None

**DESCRIPTION:**

These files are created and used to document the monitoring of Family Support client cases and their progress. These records also document the self sufficiency and income eligible child care programs. The purpose of these programs is to assist clients gain employment and not require public assistance programs. Child care may be provided as part of these and as such, these records become part of the case files. These programs act as a temporary support system for individuals who are employable but without adequate financial resources. The State assists recipients in this endeavor through a system of counseling, information sharing, advocacy and the provision of support services. In addition, the state coordinates these programs with the Job Training Coordinating Council, the Department of Education, and other public and private social service agencies dealing with families with dependent children. CFR 206-1-10 (1990), specifies a state must follow for the application, determination of eligibility and furnishing of public assistance for persons involved in these programs. Included in the self sufficiency and day care case files are the narrative description of the cases, histories of payment information, documentation of day care authorizations, lists of client plans and objectives, quarterly update reports, and lists of activity codes and their components. In addition, there is information on sanctions taken by Family Support against clients, documentation on target populations, and support services offered to clients.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 5.

**AUTHORIZED:** 12/02/1991

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 10064

**TITLE:** Self-sufficiency

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal

These files are used to monitor initially Family Support client cases and their progress. They are now serviced by The Department of Workforce Services. They also document the self sufficiency and income eligible child care programs.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19176

3

**TITLE:** Single parent employment program files

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological by year

**DESCRIPTION:**

These files document a demonstration program initiated by the Department of Human Services, Office of Family Support to assist single parents obtain gainful employment. This program has an initial life of five years although if successful may be extended. The program was initiated in 1992.

**RETENTION:**

Retain 6 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 16.

**AUTHORIZED:** 08/25/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy provided all audits have been completed.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19176

**TITLE:** Single parent employment program files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19175

3

**TITLE:** Transmittal records

**DATES:** 1990-

**ARRANGEMENT:** Numerical by transmittal number

**DESCRIPTION:**

These are transmittals for checks and cash deposited into Human Services divisional and regional Financial Information Resource Management Services (FIRMS) accounts. Deposits are made by low organizational number and include deposits with the State Treasurer, transmittal date, department number, collection number, description number, account number, totals, copies of checks and receipts, services request, and billing forms.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 15.

**AUTHORIZED:** 08/25/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

Paper copy: Retain in Office for 1 year and then destroy.

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19175

**TITLE:** Transmittal records

(continued)

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19174

3

**TITLE:** Voided medical cards

**DATES:** 1990-

**ARRANGEMENT:** Numerical by card number

**DESCRIPTION:**

Cards that have been voided by the Office of Family Support when overpayments are discovered, fraud is evident, or the client has been declared ineligible for benefits.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy provided all audits have been completed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 14.

**AUTHORIZED:** 08/25/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided all audits have been completed.

Paper copy: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.



**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 19174

**TITLE:** Voided medical cards

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 24934

3

**TITLE:** Workforce Investment Act training records

**DATES:** ca. 1997-

**ARRANGEMENT:** Alphabetical by last name

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

These files document participation in the Workforce Investment Act (WIA) training program. The information is collected to determine eligibility of the applicant. File may contain educational and training records, copy of the applicant's birth certificate; copy of the applicant's driver license, social security number, financial records, and information regarding the applicant's household. Program was previously known as the Job Partnership Training Act (JTPA) program.

**RETENTION:**

Retain 3 years after close of file.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until file closes and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**AGENCY:** Department of Workforce Services. South County Employment Center

**SERIES:** 24934

**TITLE:** Workforce Investment Act training records

(continued)

**APPRAISAL:**

Administrative Legal

These files document participation in the Workforce Investment Act (WIA) training program. The information is collected to determine eligibility of the applicant.